

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Crime Prevention Specialist	<u>Revision Date:</u>	11/05
		<u>EEO Function:</u>	Police Protection
		<u>EEO Category:</u>	Paraprofessional
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	30425, 40425

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant, coordinate and direct the crime prevention efforts of Sandy City.

III. Essential Duties

- Respond to public questions & inquiries regarding crime prevention.
- Plan & conduct meetings with citizens & businesses.
- Prepare a variety of literature for distribution to individuals & businesses.
- Track, review and access current crime trends & develop crime prevention strategies accordingly.
- Plan & coordinate public displays & events.
- Supervise volunteers involved in Neighborhood Watch program including Quadrant Coordinators, Area Leaders and Block Leaders; provide quarterly training and arrange quadrant meetings.
- Communicate & coordinate Neighborhood Watch & Crime Prevention efforts with C.O.P and the Patrol Division.
- Direct Neighborhood Watch Patrol by providing certification course and operating plan.
- Publish a daily update and monthly newsletter.
- Prepare a monthly report for supervisor documenting activities in the Crime Prevention Division.
- Manage & coordinate all activities relating to the Sandy Police Department's Crime Prevention program.

IV. Marginal Duties

- Recruitment of volunteers to work in Neighborhood Watch and other areas of Crime Prevention.
- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent. Associates degree required; may substitute additional experience for required education on a year-for-year basis. Must possess a valid Utah Driver's License and have a good driving record.

Experience: One year prior work experience in law enforcement, public relations or a related field; preference will be given to individuals with additional paid work experience in crime prevention or closely related field.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Police practices & terminologies; statistical methods; criminal justice process; rules of proper verbal and written communication; ethical principles.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions affecting volunteers - what to do, when to do it, where and how.

Communication Skills: Ability to communicate clearly and effectively both orally and in writing; effectively

persuade and inform others regarding city operations; frequent contacts involving the carrying out of programs and schedules to influence others and obtain desired results; tact and assertiveness required when working with the public; contacts with other departments, furnishing and obtaining information; frequent contact with executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank; requires well developed sense of strategy. Must be skilled in areas of teaching, mentoring and coaching of people they work with.

Tool, Machine, Equipment Operation: Regular use of a computer, copy machine, telephone, fax machine and audio visual equipment.

Analytical Ability: Performs multiple tasks in an office and field setting; tasks require presentation and interpretation of statistical information in the form of oral and written reports; prioritize tasks; establish effective working relationships between volunteers and police officers on crime prevention issues.

VI. Working Conditions

Great mental effort and moderate pressure and fatigue are present in this position due to moderate exposure to stressful situations and deadlines; constant attendance is required; some evening and weekend work required; work assignments are broad and performed with little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____
DATE: _____